

U.S. MISSION TO SRI LANKA AND MALDIVES VACANCY ANNOUNCEMENT

(Announcement number: 16/013)

The US Embassy in Colombo is seeking candidates for the position of **Community Liaison Office Assistant** in the Community Liaison Office.

OPEN TO: All Interested Candidates/All Sources

POSITION: Community Liaison Office Assistant, FSN-7; FP-07 *

OPENING DATE: March 15, 2016

CLOSING DATE: March 29, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: * Ordinarily Resident: Rs. 964,462 p.a. (Starting Salary)
(Position Grade: FSN-7)

* Not-Ordinarily Resident: US\$ 40,665 p.a. (Starting Salary)
(Position Grade: FP-07, actual grade to be determined by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS (SEE APPENDIX A FOR DEFINITION) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF POSITION

The CLO Assistant supports the CLO Coordinator in the management of the 8 areas of CLO responsibility (Family Member Employment, Crisis Management, Education, Information and Resource Management, Guidance and Referral, Welcoming and Orientation, Community Liaison, and Events Planning) through administrative support, suggestions and input to the action plan, taking occasion leading roles on specific events and projects, and serving as Acting CLO in the absence of the CLO. The CLO Assistant should be knowledgeable on the entire program.

A copy of the complete position description listing all duties and responsibilities is available at (<http://srilanka.usembassy.gov/news/job-opportunities.html>), and is posted on the Human Resources Bulletin Board. Contact colombohr@state.gov for further assistance.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of degree in Business Management is required. **(Candidate must attach relevant educational/professional certificates).**

2. Three (3) years of administrative or customer service experience is required. **(Candidate must attach relevant service/work experience certificates).**
3. Level IV (Fluent)) Speaking/Reading/Writing English and Sinhala /or Tamil are required. (English will be tested.)
4. Must possess good computer skills in Microsoft Office applications (Applicants will be tested).
5. Excellent communications skills and customer service skills are required.
6. A full understanding of the expectations and desires of fellow Americans in order to properly organize events and provide appropriate service is required.

NB: A Conditional Offer is contingent upon successfully passing a security background check and medical evaluation for fitness for duty. The Medical exam will screen for contagious and chronic illnesses and will include bloodwork, urine analysis, and chest x-ray.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174).
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
American Embassy Colombo
210, Galle Road
Email: ColomboHR@state.gov

CLOSING DATE FOR THIS POSITION: March 29, 2016

The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.